

Lobbyist Ethics Course Requirement

(read this page then go to ethics course sign-up form on next page)

California Government Code Section 86103 requires that lobbyists attend an ethics course each legislative session and certify the completion date to the Political Reform Division of the Office of Secretary of State as a condition of registration to lobby in California. The Senate Committee on Legislative Ethics and the Assembly Legislative Ethics Committee jointly conduct these courses.

KNOW YOUR ETHICS DEADLINES: It is the responsibility of each lobbyist to obtain the course schedule, to sign up for and attend the course as required, and certify the ethics completion date with the office of the Secretary of State's Political Reform Division by the specified compliance deadline (see Form 604 instructions for filing requirements and compliance deadlines). Any lobbyist with an ethics completion deadline within the next few months and who has not completed an ethics course for the current Legislative Session should attend the next available course (see ethics course sign-up form).

Seating is limited on all course dates. To secure a reservation at an ethics course, submit a completed sign-up form accompanied with a \$50 check or money order payable to "JOINT ETHICS COMMITTEE." Your completed sign-up form and course fee must be received in the Senate Ethics Committee office before the sign-up deadline (see sign-up form) and/or before our seating limit is reached. Spaces are reserved in the order that sign-up forms are received in the office of the Senate Committee on Legislative Ethics at 1020 N Street, Room 238, Sacramento, CA 95814. Early sign-up is recommended for each course.

There is no provision for waiver of the ethics course requirement or for extension of the ethics completion deadline; nor is there a provision for an extension of a lobbyist's deadline to certify his/her ethics completion date by filing the required amended Form 604 (Lobbyist Certification Statement) with the office of the Secretary of State (see Form 604 instructions page). Non-filers are referred to the Fair Political Practices Commission for non-compliance.

MCLE CREDIT: The Assembly Legislative Ethics Committee, which is presenting this course jointly with the Senate Committee on Legislative Ethics, is a State Bar of California MCLE approved provider. The State Bar has approved this activity for 1.5 hours MCLE credit. Appropriate forms will be available at the course for attorneys who seek MCLE credit.

CHECKS RETURNED UNPAID: A \$20 fee will be charged for any check returned unpaid and the related ethics course certification suspended until the course fee and \$20 returned check charge are received in the Ethics Committee office (payment by money order or certified check).

• QUESTIONS? • SENATE COMMITTEE ON LEGISLATIVE ETHICS • JEANIE MYERS • TELEPHONE: 916-651-1507 •

LOBBYISTS' ETHICS ORIENTATION COURSE REQUIREMENT (GOVT. CODE 86103)

▼ LOBBYIST ETHICS COURSE SIGN-UP FORM ▼

• USE THIS FORM TO RESERVE A SPACE AT AN ETHICS COURSE •

• SIGN-UP DEADLINE APPLIES •

COURSE FEE IS \$50 - ADVANCE SIGN-UP IS REQUIRED

PLEASE FILL IN THE REQUESTED INFORMATION IN THE NEXT SECTION, PRINT OUT THIS FORM AND SUBMIT A SEPARATE SIGN-UP FORM FOR EACH PERSON TO ATTEND ACCOMPANIED BY A SEPARATE \$50 CHECK OR MONEY ORDER FOR EACH PERSON. PLEASE COMPLETE THE FOLLOWING SECTION:

FIRST NAME	INITIAL	LAST NAME	YOUR SECRETARY OF STATE FILER'S ID#
STREET ADDRESS			SUITE#
CITY, STATE			POSTAL CODE
AREA CODE AND TELEPHONE NUMBER			E-MAIL ADDRESS

• IF MORE THAN ONE COURSE DATE IS LISTED BELOW, PLEASE CIRCLE JUST ONE •

• ON THE DAY OF THE COURSE SIGN-IN TABLES OPEN ½ HOUR BEFORE COURSE START TIME •

COURSE DATE	COURSE SITE	COURSE TIME	DEADLINE
THURSDAY, MARCH 18, 2010	Legislative Office Building, 1020 N Street, Room 100 Sacramento, CA 95814	1:30 to 3:30 p.m.	Noon, Thursday, March 4, 2010

• SIGN-IN & SIGN-OUT ARE REQUIRED TO RECEIVE CREDIT FOR ATTENDANCE • LATE ARRIVALS ARE NOT ADMITTED •

- MAKE \$50 CHECK PAYABLE TO:
 - MAIL SIGN-UP FORM & CHECK TO:
- “JOINT ETHICS COMMITTEE”
c/o SENATE COMMITTEE ON LEGISLATIVE ETHICS
ATTENTION: LOBBCOURSES
1020 N STREET, ROOM 238, SACRAMENTO, CA 95814

DEADLINE APPLIES TO SIGNING UP FOR THE COURSE; DATE CHANGE REQUESTS, CANCELLATIONS, POSTPONEMENTS, FEE ROLLOVER OR REFUND REQUESTS To be considered, change requests must be submitted in writing & received in the Committee office BEFORE the course deadline (see sign-up form). For your convenience, written requests may be submitted before the deadline to Senate Ethics Committee's fax: 916-445-1046. At the Deadline, the sign-up desk is closed and the course is closed to new sign-ups, all date change requests, refunds and fee rollover requests.

• QUESTIONS? • SENATE COMMITTEE ON LEGISLATIVE ETHICS • JEANIE MYERS • TELEPHONE: 916-651-1507 •